CAMS Purchase Card Order Log

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Chapter 5   Purchase Card Order Log

This section of the documentation describes how to log an order and execute a query to find an order. The Bureau requires users to enter an order into the Purchase Card Order Log within 24 hours or the next working day after placing an order (e.g., Monday following an end-of-week purchase card order).
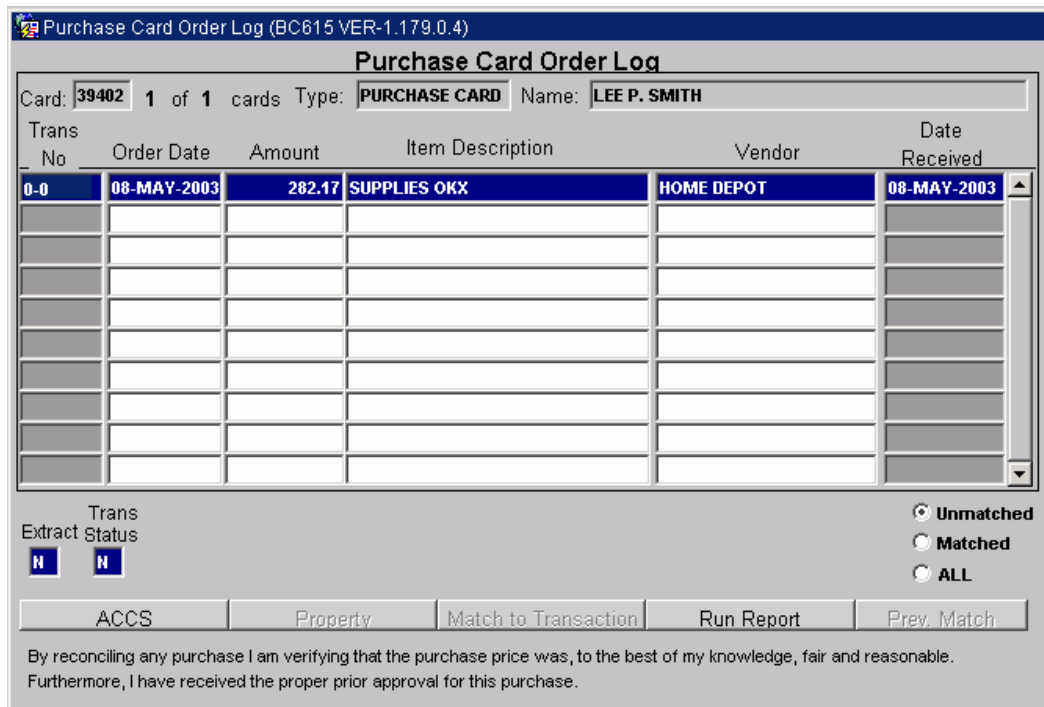
The order log can also be used to capture Accounting Classification Codes (ACCS) and Property information applicable to the order(s).   During the matching process, the ACCS for a transaction will be populated based on the order log entry. However, cardholders have the option of changing the ACCS during the reconciliation process.

> *Note: Entering ACCS/Property Data on the Order Log screen is optional, not a required function.*

The following screens are used in the Log Order process:

♦   Purchase Card Order Log (BC-615)
♦   ACCS Details (BC-661)
♦   Accountable Property (BC-663)
♦   Purchase Card Order Log Report (BC-701)

The following is an example of the Purchase Card Order Log (BC-615) window:

If the total amount of the order exceeds $2,500, the cardholder must get three bids for the order or create a Sole Source Justification statement. This requirement also pertains to GSA-scheduled items; the only exception is for furniture. Bids must include the vendor or catalog name, catalog page number (if applicable), product number, and item price.   Cardholders must maintain a file for bid information and Sole Source Justification statements for audit purposes.

5.1 Logging an Order Process

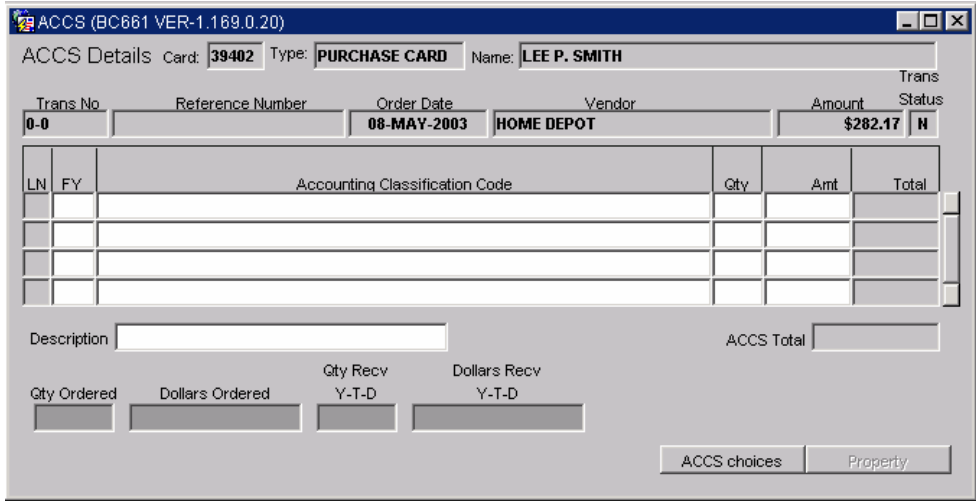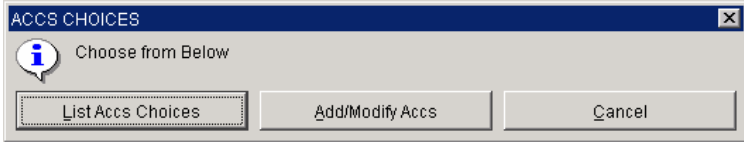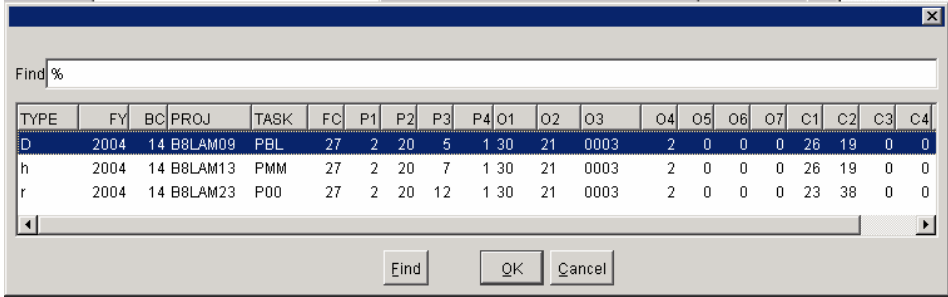Each log entry is composed of one line with six data fields applicable to an order. For each order placed, the user enters the order date, amount, description and vendor. The received date is entered upon receipt of the goods/services and the transaction date field is populated during the reconciliation process. Users perform the following steps to enter information related to purchase card orders:

Step	*Action*
1	Select the **Cardholder** - **Log Orders** menu option to display the Purchase Card Order Log (BC-615) screen.
2	Click on the ➕ **CREATE RECORD** icon on the tool bar, or on a blank line, to enter a new order. *Note:* To delete an order log entry, select the appropriate record and click the ❌ **DELETE RECORD** icon.
3	Click in the *ORDER DATE* field and enter the date the order was placed. *Note:* The *TRANS NO* field is automatically populated with zeros; the applicable transaction number populates when matched to a transaction from the Reconcile Transaction (BC-605) window.
4	Click on the *AMOUNT* field and enter the total amount of a single order, and include any freight charges, if known.
5	Click on the *DESCRIPTION* field and enter an itemized list of the items ordered. *Notes:* *Freight charges can also be noted. If an approving official wants to see the cost of every item ordered, include the price of each item in the itemized list.*
6	Click on the *VENDOR* field and enter the vendor's name.
7	For recording multiple order log entries, repeat steps 2 through 6 for each order.
8	Click the 💾 **Save** icon to save the Order Log entries.
9	Enter the delivery date in the *DATE DELIVERED* field upon receipt of goods/services. *Note:* During the reconciliation process, this date populates the *DATE RECEIVED* field in the Reconcile Transaction (BC-605) window.
10	Click on the 🔲 **EXIT** icon to exit the window. *Note:* If users attempt to exit the screen without saving new order log entries, a dialog box will prompt users to save changes prior to exiting.

5.1.1 Record ACCS

Users have the option of recording the Accounting Classification Code Structure (ACCS)
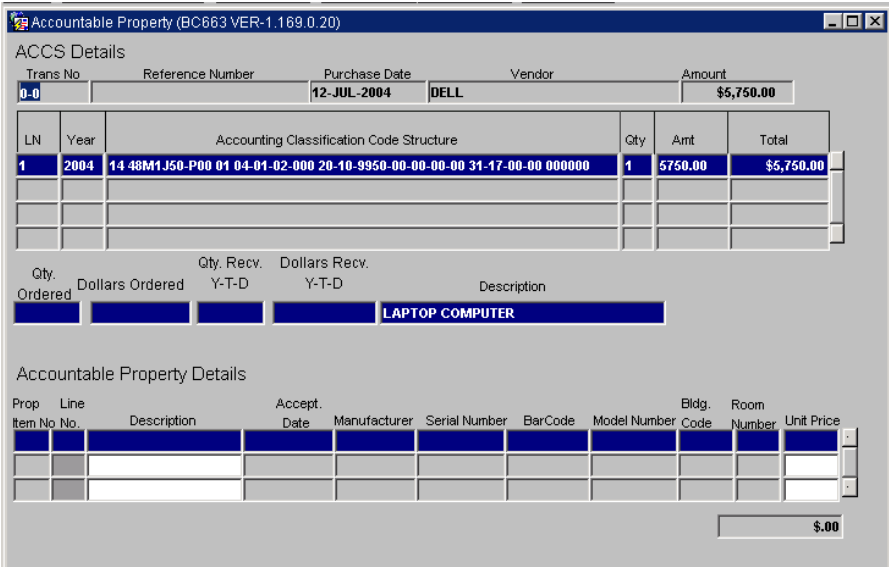
information applicable to a specific order(s) on the Purchase Card Order Log screen.   During the matching process, the ACCS for a transaction will be populated based on the order log entry. However, cardholders do have the option of changing the ACCS during the reconciliation process. Within the Purchase Card Order Log screen, users perform the following steps to record the ACCS:

Step	Action
1	Click on the **ACCS** button in the lower left portion of the screen to display the ACCS Details window
2	Click on the **ACCS Choices** button in the lower right portion of the screen to display the ACCS choices dialogue box
3	Click on the **List ACCS Choices** button
4	Select the applicable information by clicking on the ACCS data and pressing the **OK** button or double-clicking on the ACCS line
5	Click the 🖫 **Save** icon to save the ACCS information.

Step	*Action*
6	Click on the ▣ **EXIT** icon to exit the ACCS pop-up and return to the Purchase Card Order Log screen.
	Note: If users attempt to exit the screen without saving the ACCS data, a dialog box will prompt users to save changes prior to exiting.

5.1.2   Record Property Information

Users also have the option of recording capturing personal property information applicable to a specific order(s) on the Purchase Card Order Log screen for any entry that includes an accountable property object class (31-##). Property information from the order log will be carried forward during the matching process. However, cardholders add or modify this data during the reconciliation process. Within the Purchase Card Order Log screen, users perform the following steps to record relevant property information:

Step	*Action*
1	Click on the **Property** button on the Purchase Card Order Log <u>or</u> ACCS Details screen. This action is only available for order log entries with a property object class. The Accountable Property Details section is displayed below the ACCS Details:
	*Note: The **Description** field in the middle of the screen is populated from the order log entry. A more complete description may be required to meet property reporting requirements.*
2	Click in the *Description* and *Unit Price* fields in the Accountable Property Details section to record applicable data. The Total Amount block is system-calculated based on the unit price information.
	*Note: **Description** and **Unit Price** are the only required fields at this time; the remaining information in this section is optional unless required by the individual approving official .*

Step	Action
3	Click the 🖫 **Save** icon to save the ACCS information.
4	Click on the 🔲 **EXIT** icon to exit the ACCS pop-up and return to the Purchase Card Order Log screen. *Note:* If users attempt to exit the screen without saving the ACCS data, a dialog box will prompt users to save changes prior to exiting.

5.2   Purchase Card Order Log Query

Cardholders have the ability to query information on the Purchase Card Order Log. This feature is very helpful during the reconciliation process. Users can query on any of the fields from the Purchase Card Order Log screen and also have the ability to utilize wildcard characters as part of the query process. Within the Purchase Card Order Log screen, users perform the following steps to query data:

Step	Action
1	Select the **Cardholder** - **Log Orders** menu option to display the Purchase Card Order Log (BC-615) screen.
2	Click on the 🔳 **Enter Query** icon on the toolbar. The system will display *Enter a query* on the message line in the lower left corner of the screen.
3	Enter specific query criteria in any valid field(s) *Note: Wildcard characters can be used within specific query criteria. The wildcard characters are % (percent) and _ (underscore). The placement of the % symbol as a wildcard determines which records match the criteria specified:* ➢ *ABC% Retrieves records beginning with ABC* ➢ *%ABC Retrieves records ending with ABC* ➢ *%ABC% Retrieves records containing ABC* *An underscore (_) matches exactly one character:* *T_P Retrieves records containing T**O**P and T**A**P*
4	Press the 🔲 **Execute Query** icon to obtain query results

5.3   Purchase Card Order Log Report

Cardholders have the ability to generate reports for the Purchase Card Order Log by specifying the desired report date range. Within the Purchase Card Order Log screen, users perform the following steps to execute reports:

Step	Action

Step	*Action*
1	Select the **Cardholder** - **Log Orders** menu option to display the Purchase Card Order Log (BC-615) screen.
2	Click on the ☐ **Run Report** ☐ button on the Purchase Card Order Log
3	Specify the *Order Begin Date* and *Order End Date* in the Report Date Range pop-up:
4	Click on the ☐ **Run Report** ☐ button to generate the report. *Note: Reports will be displayed using Adobe Acrobat*
5	Click on the **Print** icon to print the report.

5.3.1   Purchase Card Order Log Report Example